R E P O R T R E S U M E S

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OUTLINE FOR OCCUPATIONAL HOME ECONOMICS COURSE IN COMMERCIAL AND INSTITUTIONAL FOOD PREPARATION.

ALABAMA STATE DEPT. OF EDUC., MONTGOMERY

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DESCRIPTORS- *OCCUPATIONAL HOME ECONOMICS, GRADE 11, GRADE 12, *FOOD SERVICE WORKERS, NUTRITION, *CURRICULUM GUIDES, FOOD SERVICE, *FOODS INSTRUCTION,

THE EXPERIMENTAL OUTLINE IS FOR TEACHER USE IN PLANNING A TWO-SEMESTER COURSE TO PREPARE 11TH AND 12TH GRADE STUDENTS FOR ENTRY LEVEL COMMERCIAL FOOD PREPARATION JOBS SUCH AS FOOD SERVICE WORKERS, COOK HELPERS, CATERER HELPERS, SALAD MAKERS, BAKER HELPERS, SHORT ORDER COOKS, AND TRAY LINE WORKERS. IT WAS DEVELOPED BY VOCATIONAL HOME ECONOMICS TEACHERS AND STATE SUPERVISORS. STUDENTS LEARN THE TECHNIQUES OF QUANTITY FOOD PREPARATION AND SAFE OPERATION OF QUANTITY FOOD EQUIPMENT. SUBJECT MATTER AREAS COVER (1) ORIENTATION TO THE WORLD OF WORK AND FOOD SERVICE CAREERS, (2) PERSONAL QUALITIES NECESSARY FOR SUCCESS, (3) NUTRITION, (4) SAFETY AND FOOD SERVICE WORKERS, (5) HYGIENE AND SANITATION, (6) CARE AND OPERATION OF EQUIPMENT, (7) MANAGEMENT OF TIME AND ENERGY, (8) QUANTITY FOOD PREPARATION, AND (9) FOOD COST AND PORTION CONTROL. EACH SUBJECT AREA INCLUDES OBJECTIVES AND AN OUTLINE OF COURSE CONTENT. REFERENCE BOOKS, BULLETINS, AND MAGAZINES ARE LISTED. (FP)

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for
OCCUPATIONAL HOME ECONOMICS COURSE
in
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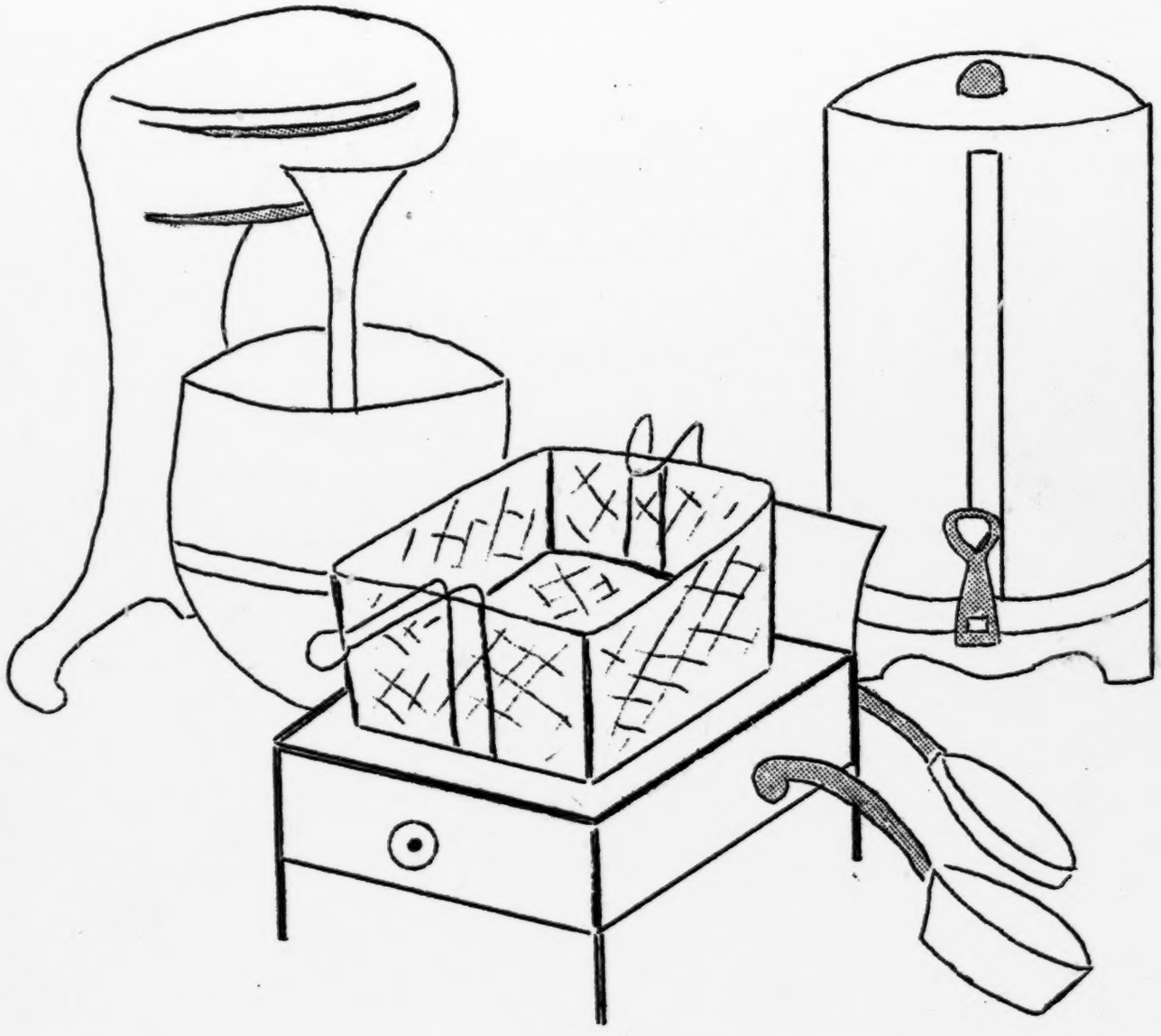

1966

HOME ECONOMICS EDUCATION
VOCATIONAL DIVISION
STATE DEPARTMENT OF EDUCATION
MONTGOMERY, ALABAMA

VT001299

OUTLINE

FOR

OCCUPATIONAL HOME ECONOMICS COURSE

IN

COMMERCIAL AND INSTITUTIONAL FOOD PREPARATION

Home Economics Education
Vocational Division
State Department of Education
Montgomery, Alabama

MEMORANDUM

TO: The ERIC Clearinghouse on Vocational and Technical Education
The Ohio State University
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Columbus, Ohio 43212

FROM: (Person) Ruth Stovall (Agency) State Department of Education

(Address) State Dept. of Education, Montgomery, Alabama

DATE: December 19, 1967

RE: (Author, Title, Publisher, Date) Outline for Occupational Home Economics Course in Commercial and Institutional Food Preparation Home Economics Education Vocational Division State Dept. of Education, Montgomery, Alabama

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COURSE PROFILE

OF

COMMERCIAL AND INSTITUTIONAL FOOD PREPARATION

(Two semester course to be offered
in grades eleven or twelve)

ENTRY LEVEL JOBS FOR WHICH THIS COURSE PROVIDES TRAINING

JOB TITLE	JOB RESPONSIBILITIES	PLACES OF EMPLOYMENT
Food Service Worker or Cook Helper, D. O. T. No. 317.887	Assists with preparation of food; weighs and measures ingredients, cleans cooking utensils	Hospitals Nursing Homes Catering Services
Caterer Helper, D. O. T. No. 319.884	Prepares and serves food and refreshments under supervision of caterer. Arranges tables and decorations	Hotels Restaurants School and College Food Services
Salad Maker, D. O. T. No. 317.884	Prepares salads, salad dressings, appetizers, sandwich fillings, cold plates and some desserts.	Child Care Centers Office, Business and Industrial Cafeterias
Baker Helper, D. O. T. No. 313.884	Assists baker by measuring ingredients mixing, kneading and shaping dough for breads, rolls, muffings or biscuits	Hospitals Nursing Homes Catering Services
Short Order Cook, D. O. T. No. 314.381	Prepares and cooks to order various foods requiring only a short time to prepare. May carve meats and fill orders from steam table.	Hotels Restaurants Office, Business and Industrial Cafeterias
Tray Line Worker D. O. T. No. 355.878	Prepares, assembles and delivers food tays to hospital patients and return trays to kitchen. Sets up food in cafeteria serving line.	

OPPORTUNITIES FOR ADVANCEMENT

Through experiences and/or additional training, persons may advance to jobs involving supervisory or managerial responsibilities. Post high school programs offered at the State Vocational Trade and Technical Schools and Junior Colleges may be taken to prepare individuals for semi-professional jobs as food service supervisors, dining room supervisors, tray line supervisors or school lunch managers. At the professional level (4 years of college and 1 year internship) a person may become a dietitian.

COURSE DESCRIPTION

The purpose of this course is to prepare students for employment at the entry level in jobs which require knowledge and skills in commercial and institutional food preparation. Through this course opportunities will be provided for students to learn techniques of quantity food preparation and safe operation of quantity food equipment. The course content includes the following concepts:

- *Orientation to food service work as a career*
- *Personal qualifications that contribute to success*
- *Nutrition*
- *Safety for food service workers*
- *Hygiene and sanitation*
- *Care and operation of kitchen equipment*
- *Management of time, energy and properties relating to food service*
- *Quantity food preparation*
- *Food cost and portion control*
- *Career opportunities in food service that require further training and experience*
- *Getting and holding the right job in food service*
- *Trade and professional organizations in food service*

ENROLLMENT OF STUDENTS

This one year course is designed for high school pupils who have an occupational interest in Commercial and Institutional Food Preparation. It provides both instruction in the fundamentals of quantity food preparation and varied work experiences to develop skill in food preparation. This course is open to eleventh or twelfth grade students. The preparatory course in the field of Food Service is recommended as a prerequisite. However, this course may be offered without a student having any prerequisite courses when the specific occupational objective of quantity food preparation has been decided by the student to be enrolled.

COURSE SCHEDULE AND CREDIT

This course may be scheduled for single or double class periods and may carry one unit credit for a single period course or one and one-half units of credit for double periods.

PLANNING THE COURSE

The outline for the course has been developed with built-in flexibility to enable the teacher to plan the course in keeping with the training and work experiences that are able to be planned for the students enrolled.

REFERENCES FOR THIS COURSE

A list of suggested references for this course may be found on the last page of this course outline.

SPACE AND EQUIPMENT

Experiences in the use and care of quantity food equipment is necessary to develop skill and ability in commercial and institutional food preparation. Space provided for these experiences might be a commercial food laboratory in the home economics department, the school cafeteria, or other community facilities where approved training may be provided for the students.

COMMERCIAL AND INSTITUTIONAL FOOD PREPARATION

CONCEPT: ORIENTATION TO FOOD SERVICE WORK AS A CAREER

OBJECTIVES: To help pupils to:

I. Understand the history of current trends in the food service industry.

II. Develop a better understanding of types of food service establishments, and the many opportunities for employment of trained food service personnel in the preparation of food.

III. Understand the general operations common to food establishments.

IV. Become informed on employment policies, laws, and ethical practices for food service workers.

OUTLINE OF CONTENT

A. HISTORY AND PRESENT TRENDS IN COMMERCIAL AND INSTITUTIONAL FOOD SERVICE

B. TYPES OF FOOD SERVICE ESTABLISHMENTS

1. Hospitals

. Employee's Cafeteria

. Patients meals in private, semi-private and ward accomodations

. Vending machines

. Snack Bars

. Restaurants for the public

2. Nursing Homes

. Meals for Patients

. Employee's Cafeteria or Dining Room

3. Hotels

   . Formal dining room (European, American or Modified American plan)

   . Coffee Shop

   . Room service for meals

4. Restaurants

5. School and College Food Services

   . Cafeterias

   . Snack Bars

   . Vending Machines

   . Dining Rooms (Faculty, Catered Banquets, etc.)

   . Faculty Clubs

6. Child Care Centers

   . Meals for children

   . Mid-morning and Mid-afternoon snacks

7. Office, Business and Industrial Cafeterias (Company operated)

8. Caterers

   . Air Line Food Service Caterers

   . Food Vending Machine Caterers

   . Tearoom Caterers

   . Caterers for Special Occasions

C. GENERAL OPERATIONS OR FUNCTIONS PERFORMED IN A FOOD SERVICE UNIT

1. Administration

2. Purchasing

3. Receiving

4. Storage

5. Menu Planning

6. Preparation

7. Service

8. Sales and Merchandising of the food

9. Sanitation

10. Safety

11 Care of equipment

12. Record keeping

13. Cost control

D. TYPES OF JOBS PERFORMED IN THE AREA OF PREPARATION, DEPENDING ON AMOUNT OF EXPERIENCE AND EDUCATION OF PERSONNEL

1. Professional Occupations

. Dietitian

2. Technical Occupations

. Food Service Supervisor

. Dining Room Supervisor

. Tray Line Supervisor

. School Lunch Manager or Supervisor

3. Skilled Occupations

. Head Cook

. Baker

. Caterer

- Family Dinner Service Specialist

4. Semi-Skilled Occupations

. Cook Helper

. Short Order Cook

. Baker Helper

. Salad Maker

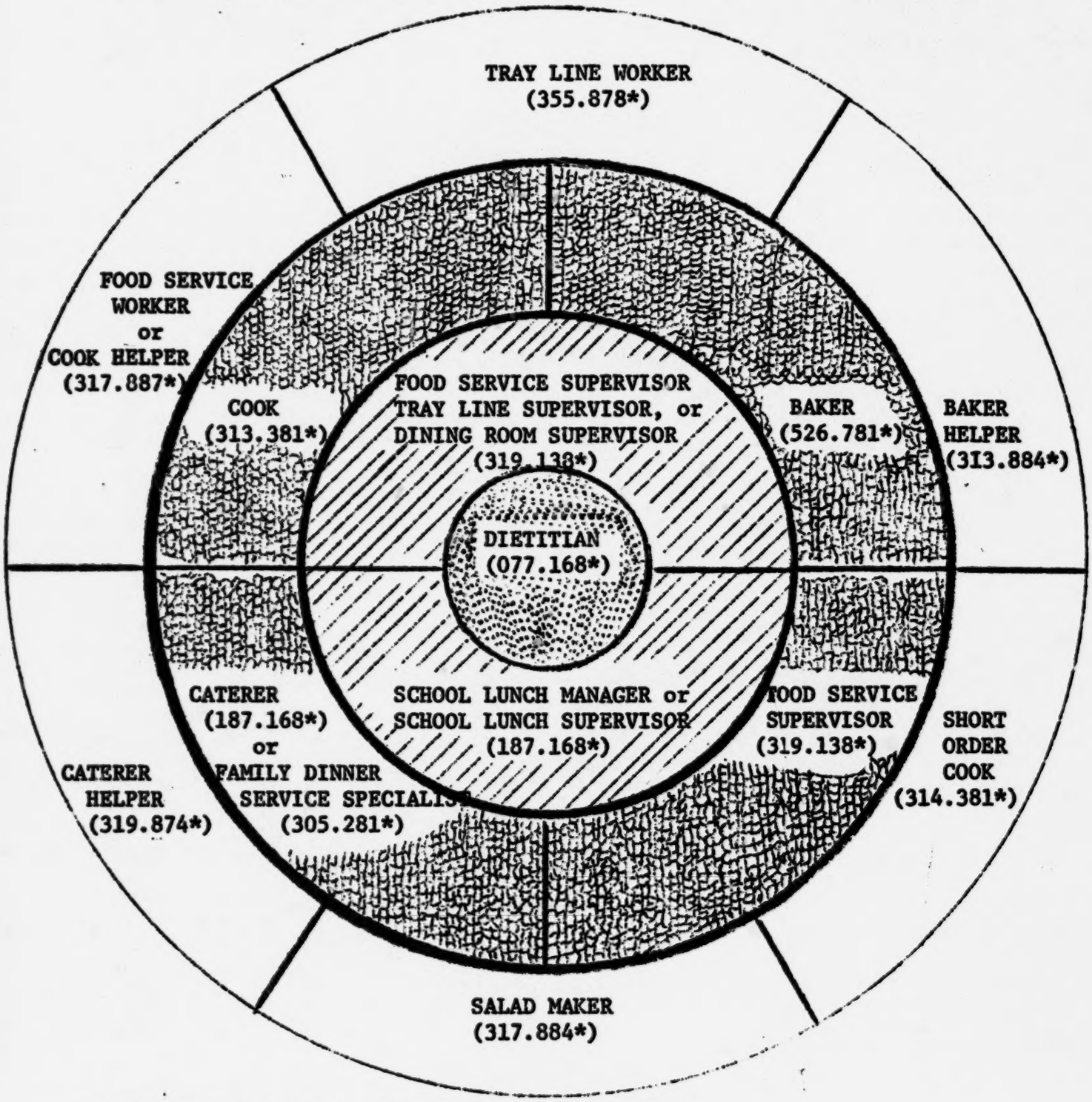
. Caterer's Assistant

. Tray Line Worker

HOME ECONOMICS TRAINING FOR SOME OF THE

OCCUPATIONS IN FOOD MANAGEMENT, SUPERVISION AND PREPARATION

AT THE HIGH SCHOOL, TECHNICAL SCHOOL, JUNIOR COLLEGE, AND COLLEGE LEVELS



COLLEGE LEVEL (PROFESSIONAL OCCUPATIONS)
JUNIOR COLLEGE LEVEL (TECHNICAL OCCUPATIONS)
TECHNICAL SCHOOL LEVEL (TECHNICAL OR SKILLED OCCUPATIONS)
HIGH SCHOOL LEVEL (SEMI-SKILLED OR SKILLED OCCUPATIONS AT THE ENTRY LEVEL)

*DICTIONARY OF OCCUPATIONAL TITLES. 1965. Volume I, Definitions of Titles, U. S. Department of Labor.

E. THE ROLE OF TRAINING IN ASSIGNING DUTIES AND RESPONSIBILITIES OF FOOD SERVICE WORKERS

1. Level of Training

. Less than High School

. High School

. Technical School

. Junior College

. Senior College

2. Types of jobs for which this course will provide training

. Semi-skilled occupations or skilled occupations at the entry level (See Job Titles, Page 4)

3. Opportunities for Food Service training beyond high school at Alabama Schools

4. Opportunities for employment in local community or surrounding area

. Current supply of qualified, trained personnel for work in food preparation (Local, State, National)

F. EMPLOYMENT POLICIES

1. Hours of work

. Shifts

. Split Shifts

2. Salary

a. Meaning of term "take home pay"

b. Common deductions from paycheck

. Social Security

. State Income Taxes

. Federal Income Taxes

. Health Insurance Premiums

. State Unemployment Insurance

c. Schedule for payment of salary

. Weekly

. Semi-monthly

. Monthly

3. Fringe benefits

. Uniforms furnished

. Insurance

. Sick leave

. Vacation time

. Overtime pay

. Retirement benefits

. Social Security

. Meals furnished

4. Age requirements

5. Health requirements

6. Dress requirements - hairnets, uniforms, etc.

7. Probationary period of employment

. Purpose

. Length of time usually involved

G. LAWS GOVERNING FOOD SERVICE EMPLOYEES

1. Health certificate - chest x-ray, blood test, physical examination

2. Workmen's compensation

H. ETHICAL PRACTICES FOR FOOD SERVICE WORKERS

1. Observance of rules and regulations

2. Respect for rank

3. Channels of authority

4. Personal conduct of food service employees

5. Relationship with management, co-workers and the public

CONCEPT: PERSONAL QUALIFICATIONS THAT CONTRIBUTE TO SUCCESS

OBJECTIVES: To help pupils to:

I. Understand the personal qualities and qualifications that contribute to success of Food Service Personnel

II. Develop an appreciation of human relationships that contribute to success of Food Service Personnel

OUTLINE OF CONTENT

A. QUALIFICATIONS OF FOOD SERVICE WORKERS WHICH HELP THEM PERFORM IN KEEPING WITH THE EXPECTATIONS OF THE JOB

1. Personal qualities

- Dependable
- Conscientious
- Able to get along with others
- Willing to follow instructions
- Willing to assume responsibility
- Interest in working with foods
- Cooperative
- Intelligent
- Honest
- Courteous
- Judgement
- Willing to work
- Interest in job
- Pleasing personality
- Even disposition
- Command of English - written and spoken
- Neat in dress
- Personal hygiene
  - Care of hair, nails, skin
  - Sanitary habits (to avoid spreading germs)

2. Physical factors

- Sound emotionally and physically
- Personal cleanliness
- Physical stamina

3. Educational factors

   . Knowledge and skills required

   . Ability to progress on the job

B. HUMAN RELATIONS THAT CONTRIBUTE TO SUCCESS

1. Working as a member of the food service group

   . Respect for the property of others

   . Maintaining friendly relations with co-workers

   . Showing consideration, thoughtfulness, kindness and loyality

2. Employer-employee relations

   . Putting the food establishments' interest ahead of one's private interests during business hours

   . Learning, understanding and respecting the problems, pressures and responsibilities of one's boss

   . Following instructions and carrying out employer's expectations

   . Respect for employer's time

   . Loyalty

   . Using of correct titles

   . Upholding the reputation of the business

CONCEPT: NUTRITION

OBJECTIVES: To help pupils to:

I. Broaden their concept of nutrition.

II. Understand the relationship of nutrition to the employability and efficiency of the food service worker.

III. Understand the effect of food preparation and storage on the nutritional value of food.

OUTLINE OF CONTENT

A. NUTRITION AS IT RELATES TO THE HEALTH AND EMPLOYABILITY OF FOOD SERVICE PERSONNEL

1. Role of nutrition to health, physical fitness and occupational competency

. Role of health in helping a person get and hold a job

. Contributions that health plays in relationships with co-workers

. Role of food and diet to health

. Function of food

2. Role of calories in the diet

. Energy requirements of individuals

. Methods of calculating caloric requirements

. Physical activity

. Age

. Sex

. Body structure

. Weight and size

3. Daily food needs

. Use of the Basic Four Food Guide to meet daily food requirements

B. THE RELATIONSHIP OF NUTRITION TO FOOD PREPARATION

1. Nutritive value of food in relation to food preparation and storage

a. Carbohydrates

- Composition and sources
- Classification
- Effect of deficiency or excess
- Effect of cooking
- Digestibility

b. Fats

- Nature and composition
- Sources
- Digestibility
- Effect of cooking

c. Proteins

- Composition
  - Complete proteins
  - Incomplete proteins
- Sources
- Function
- Effects of deficinency or excess
- Effect of cooking on digestibility
- Acceptability

d. Minerals

- Sources
- Functions
- Dietary requirements
- Effect of a shortage of various minerals

e. Vitamins

. Composition

. Functions

. Food Sources

. Enriched flour

. Enriched margarine

. Revitalized food

. Irradiated milk

. Demineralized foods

. Vitamins in the diet

. Effect of deficiency

. Effect of cooking

. Effect of freezing

. Loss of vitamins in cooking and preparation and prevention of this loss

2. Scientific principles involved in food preparation

a. Changes which take place in food

. Cooking

. Freezing

. Curing

. Dehydrating

b. Composition of foods

. Elements

. Compounds

c. Principles of cookery (Omit if included in first level of preceding course)

. Starch cookery

. Milk and cheese cookery

. Egg cookery

. Vegetable cookery

. Meat cookery

. Bread-making

. Cake-making

. Dessert making

. Sugar cookery

d. Food spoilage

. Causes

. Prevention

e. Food preservation

. Chemical and physical changes

C. MENU PLANNING

1. Planning balanced meals and modified diets
2. Recommended daily allowances
3. Emotional significance of food
4. Factors influencing menu-making policies
5. Factors influencing food preferences of those to be served
6. Order of menu planning
7. Menu terminology
8. Planning menus in advance
9. Planning cycle menus
10. Use of standardized recipes

CONCEPT: SAFETY FOR FOOD SERVICE WORKERS

OBJECTIVES: **To help pupils to:**

I. Develop an understanding of ways to make food service establishments safe from occupational hazards and how to prevent accidents.

O U T L I N E O F C O N T E N T

A. MAKING FOOD SERVICE AREAS SAFE

1. Physical structure

. Floors

. Lighting

. Doors

. Convenient layout of kitchens

2. Stairways

. Having constrasting color on steps and risers of stairway

. Handrails

3. Elevator shafts

4. Equipment

. Safety Guards on Food Processing machines

. Use of color, texture and other means to designate moving and non-moving parts

. Sound signals

B. COST OF ACCIDENTS

1. Wage cost to injured employee and/or uninsured medical costs

2. Cost of repair or replacement of equipment if damaged in accident

3. Extra cost of overtime wages paid to other employees to do work

4. Cost of supervisor's time in connection with accident

5. Wage cost due to decreased output of worker after returning to work

6. Cost of learning period for another worker to do work while injured employee is off work

7. Administrative cost for investigating accidents

C. TRAINING FOOD SERVICE WORKERS IN SAFE WORKING PRACTICES

1. Procedures to follow to prevent STRAINS

   . Technique to follow in lifting items using legs rather than straining back and abdominal muscles

   . Use of dollies and utility carts

2. Procedures to follow to prevent CUTS

   . Safe use of knives in food preparation

   . Use of wooden guide to feed food into kitchen equipment such as meat choppers, grinders and slicers

   . Care in discarding broken glass and china

3. Procedures to follow to prevent BURNS

   . Use of pot-holders and gloves

   . Knowledge and skill in using kitchen equipment to avoid flying grease

4. Procedures to follow to prevent FALLS

   . Removal of any substance spilled on the floor immediately by either wiping it up or mopping

   . Use of hand rails on stairways

   . Well-lighted work stations, storage areas and stairways

D. PROTECTION AGAINST FIRES IN THE KITCHEN

1. Periodic fire drills

2. Fire extinguishers in convenient places near cooking area

3. Filters in ventilation system in cooking area

4. Electrical wiring properly installed

5. Observance of safety practices in preventing fires

E. PROTECTION OF FOOD FROM FOREIGN SUBSTANCES

1. Inspection of food before it is served

2. Checking dishes and utensils for cleanliness before use

3. Inspection of sieves, brushes and whiskbrooms for loose wires, bristles, etc.

4. Protection of overhead pipes and ceilings to prevent chips of rust or paint from falling into food

5. Hair protection

F. FIRST AID PROCEDURES

CONCEPT: HYGIENE, SANITATION AND HOUSEKEEPING

OBJECTIVES: To help pupils to:

I. Understand new advancements methods and products and layouts that contribute to better sanitation and hygiene standards.

II. Develop an interest in sanitary way to handle food and equipment.

III. Understand how food can be contaminated causing food poisoning.

IV. Become aware of causes of food spoilage.

V. Gain knowledge of how rodents and insects can be controlled in food establishments.

VI. Develop knowledge and skill in procedures for washing dishes, utensils and equipment.

VII. Develop an appreciation for the legal safeguard that protects food that is served to the public in commercial institutional or industrial food establishments.

OUTLINE OF CONTENT

A. ADVANCEMENTS IN SANITATION AND HYGIENE

1. New methods

2. New products

3. Planning for sanitary kitchen operations

B. ROLE OF HEALTH AND PERSONAL HYGIENE TO SANITATION IN FOOD PREPARATION

1. Basic principles of hygiene and their application to health

. Parasitic infections

. Diseases

. Carriers of diseases

. Characteristics of bacteria and how it may enter food

2. Health Habits to Cultivate

. Rest . Posture

. Exercise . Recreation

3. Personal Grooming

. Care of hair and use of hair nets or caps

. Skin

. Hands and Nails

. Hand washing procedures

. Care of hands and nails

. Bathing and use of deodorants

. Clothing

. Personal clothing
. Care of uniforms

C. SANITARY FOOD HANDLING PROCEDURES

D. FOOD POISONING AND INFECTIONS

1. Microorganisms that cause food poisoning

. Botulism

. Staphlococcus

2. Food infections

. Salmonella

. Streptoccus

. Trichinosis

E. FOOD SPOILAGE

1. Enzymes

2. Bacteria, yeasts, molds

3. Causes of food spoilage

. Improper storage methods

. Improper storage temperature and humidity

F. RODENT AND INSECT CONTROL

1. Mice and Rats

. Diseases spread

. Ways to detect presence of rodents

. Control and elimination of rodents

. Storage of food to protect them from rat infestation and spoilage

2. Insects

. Insects that spread disease and spoil food

. Ways to detect presence of insects

. Control and elimination of insects common to food establishments

G. SANITARY DISHWASHING PROCEDURES

1. Use of detergents

2. Principles of hand and machine dishwashing

3. Sanitary construction of cooking utensils and equipment

4. Sanitary handling and storage of dishes, glassware, silver and cooking utensils

H. LEGAL SAFEGUARDS IN FOOD SANITATION

1. Laws governing inspection of food

. U. S. Food and Drug Act

2. Public Health Services

. Agencies or ordiances that protect food sanitation

. Federal Agencies and their services

. State Agencies and their services

. Local Ordiances

I. HOUSEKEEPING PROCEDURES

1. Disposal of garbage and refuse material
2. Care of kitchen equipment
3. Cleaning and maintenance of floors, walls and work areas

CONCEPT: CARE AND OPERATION OF KITCHEN EQUIPMENT

OBJECTIVES: To help pupils to:

I. Understand the factors affecting the layout of commerical and institutional kitchens.

II. Develop an understanding of the various food preparation areas in commercial and institutional kitchens and how work should flow in the preparation of food.

III. Gain knowledge and skill in the use, care of food service equipment.

O U T L I N E O F C O N T E N T

A. COMMERCIAL AND INSTITUTIONAL KITCHENS

1. Size and arrangement of kitchens

2. Layouts planned for efficiency and economy of operation

3. Equipment used in food production

B. FOOD SERVICE PLANNING FOR COMMERCIAL AND INSTITUTIONAL KITCHENS

1. Planning in advance the scope of the operation

2. Utilizing competent counsel

3. Determining optimum location

4. Allowing ample space for present and future needs

5. Planning layouts for efficient production and distribution of food

6. Selecting well-engineered and durable equipment

7. Designing kitchens for easy cleaning and sanitation

8. Types of fuel (electricity or gas) used by equipment

C. PLANNING WORK STATIONS FOR FOOD PREPARATION AREAS

1. Range and/or grill area

2. Vegetable area

3. Salad preparation area

4. Baking area

5. Beverage preparation area

6. Storage area

D. FOOD SERVICE EQUIPMENT

1. Items of equipment considered to be minimum for food preparation

2. Relationship between cost and quality, and cost and size

   . Initial cost and operation cost of equipment

3. Relationship between maximum care, and the efficiency and productivity of food service equipment

4. Multiple uses of equipment

5. Cleaning, care and operation, of mechanical commercial kitchen equipment

   . Ranges (Electric, Gas)

   . Broilers

   . Hot tops

   . Steam jacketed kettles and steamers

   . Steam tables

   . Deep fat fryers

   . Convention ovens

   . Peelers

   . Mixers

   . Dishwashers

6. Selection, use, cleaning and care of small kitchen equipment, used in quantity preparation

CONCEPT: MANAGEMENT OF TIME, ENERGY AND PROPERTIES RELATED TO FOOD SERVICE

OBJECTIVES: To help pupils to:

I. Develop an understanding of how the use of rational decision making affects the operation of a business.

II. Gain an understanding of the relationship the organization of work has to the success of a business.

III. Understand the factors involved in energy management.

IV. Develop an understanding of and the ability to apply the principles of work simplification in quantity food preparation.

OUTLINE OF CONTENT

A. INFLUENCE OF RATIONAL DECISION-MAKING BY EMPLOYEES ON THE OPERATION OF A BUSINESS

1. Meaning of rational decision-making
2. Processes of rational decision-making
3. Relationship of the process of rational decision-making to quality decisions
4. Influence of rational decisions by employees on job success and to the operation of a business

B. RELATIONSHIP OF "ORGANIZATION" TO A BUSINESS

1. Influence of planning on achievement in work
2. Influence of systematizing on achievement in work
3. Influence of controlling on achievement in work
4. Relationship of attitudes to achievement in work
5. Relationship of team work to achievement in work

C. FACTORS IN ENERGY MANAGEMENT

1. Fatigue and its effect on achievement
2. Rest periods in relation to fatigue and achievement
3. Energy, use and waste as applied to work

D. PRINCIPLES OF WORK SIMPLIFICATION IN COMMERCIAL FOOD ESTABLISHMENTS

1. Using correct body positions and body dynamics
2. Using a planned sequence and route of work
3. Location of work centers and storage
4. Using equipment appropriate for the task
5. Using work sequence that is economical in energy, time and effort
6. Using "quick", easy-to-prepare or prepared products

CONCEPT: QUANTITY FOOD PREPARATION

OBJECTIVES: To help pupils to:

I. Understand principles of quantity food preparation

II. Develop the ability to read and interpret quantity recipes.

III. Develop skill in weighing and measuring ingredients for quantity food preparation.

IV. Develop skill in the preparation of food in large quantities.

V. Recognize standard products.

OUTLINE OF CONTENT

A. INTERPRETING AND FOLLOWING RECIPES FOR QUANTITY FOOD PREPARATION

1. The meaning of terms
2. Methods of weighing and measuring ingredients
3. Food equivalents and substitutions
4. Relative proportions of ingredients
5. Increasing and decreasing recipes

B. CHOICE OF SMALL EQUIPMENT TO BE USED IN A PARTICULAR RECIPE OR METHOD OF PREPARATION

1. Size of pans
2. Types of utensils
3. Cutlery

C. HERBS, SPICES, AND SEASONINGS IN QUANTITY COOKING

1. Origin and use of herbs and spices
2. Use of herbs, spices, and seasonings

D. PREPARATION OF SOUPS

1. Milk-base Soups

- Bisque
- Cream Soup
- Chowder
- Puree
- Stew

2. Stock-base Soups

- Bouillon
- Broth
- Consomme'
- Gumbo

3. Garnishes for Soup

4. Accompaniments for Soup

E. PREPARATION OF BASIC SAUCES AND GRAVIES

1. Meat and Vegetable Sauces

- Tomato Sauce
- Hollandaise Sauce
- Cream Sauce
- Tartar Sauce
- Mustard Sauce
- Barbecue Sauce
- Raisin Sauce

2. Gravies

- Pan Gravy
- Cream Gravy
- Giblet Gravy

F. PREPARATION OF CEREALS AND CEREAL PRODUCTS

1. Cooked Cereals

. Cream of Wheat

. Grits

. Rolled Oats

2. Cereal Products

. Noodles

. Macaroni

. Rice

. Spaghetti

G. PREPARATION OF BEVERAGES

1. Coffee

. Hot

. Iced

2. Tea

. Hot

. Iced

. Spiced

3. Cocoa and chocolate drinks

4. Punch

H. PREPARATION OF EGGS

1. Fried

2. Poached

3. Soft or hard cooked

4. Scrambled

5. Omelet

6. Deviled

7. Creamed

8. Baked

I. PREPARATION OF SPECIAL DISHES

1. Meat, Poultry and Fish Dishes

. Creamed

. Scalloped

. Croquettes

. Meat Rolls

. Casseroles

. Hash

. Spaghetti and Meat

2. Cheese Dishes

. Macaroni and Cheese

. Fondue

. Souffle'

3. Foreign Cookery

J. PREPARATION OF FRUITS

1. Fresh

2. Dried

3. Frozen

K. PREPARATION OF VEGETABLES

1. Dried vegetables

2. Fresh or frozen vegetables

. Methods used in preparation

Boiling
Steaming
Baking
Pan Frying
Deep-fat frying

L. PREPARATION OF SALADS AND SALAD DRESSINGS

1. Selection of salad ingredients
2. Types of salads
   - . Fruit salads
   - . Vegetable salads
   - . Gelatin salads
   - . Meat and fish salads
   - . Relishes
3. Preparation of salad ingredients
   - . Fresh fruits
   - . Canned fruits
   - . Meat, fish, chicken, eggs, cheese, nuts
   - . Raw vegetables
   - . Cooked vegetables
4. Types of salad dressings
   - . Mayonnaise
   - . Cooked salad dressing
   - . French dressing
   - . Fruit salad dressing
5. Arranging salads on the plate
6. Use of salads in the menu
7. Accompaniments for salads

M. PREPARATION OF MEATS, FISH AND POULTRY

1. Forms of meat
   - . Fresh
   - . Cured
   - . Canned
   - . Frozen

2. Methods used in preparing meats, fish and poultry

   . Moist heat methods

      - Braising
      - Boiling
      - Stewing

   . Dry heat methods

      - Broiling
      - Roasting

   . Cooking meat with fat

      - Pan frying
      - Deep-fat frying

3. Function of meat in the diet

4. Grading of meats

5. Composition of meat

6. Types of shellfish and methods of cooking fish

   . Lobster

   .

   . Oysters

   . Shrimp

   . Crab

   . Others

7. Types of poultry and methods of cooking

   . Chickens

   . Turkeys

   . Ducks

   . Rock Cornish game hens

   . Squabs

   . Others

8. Preparation of bread dressing or stuffing

9. Techniques of carving meats and poultry

N. PREPARATION OF BATTERS AND DOUGHS

1. Preparing doughs for breads

. Quick breads

- Biscuits
- Muffins
- Popovers
- Waffles
- Doughnuts
- Corn bread

. Yeast breads

- Dinner rolls
- Sweet breads
- Bread

2. Procedure to follow in preparing doughs for breads

3. Preparation of basic dessert doughs

. Cakes

- Sponge
- Angel
- Chiffon
- Conventional
- Pound

. Cookies

- Drop
- Rolled
- Refrigerator
- Molded
- Pressed
- Bar

. Pastries

- One and two crust pies
- Tarts
- Turnovers
- French pastries (cream puffs, eclairs)
- Puff pastry

4. Use of mixes when preparing batters and doughs in quantity

5. Techniques used in preparing batters and doughs

6. Evaluating standard products

7. Preparation of types of fillings and toppings

8. Preparation of types of icings

9. Techniques in decorating cakes

O. PREPARATION OF PUDDINGS AND OTHER DESSERTS

1. Puddings

2. Gelatin desserts

3. Whips

4. Cobblers

5. Ice Box desserts

6. Meringue shells

7. Sauces for desserts

P. PREPARATION OF PARTY FOODS

1. Tea sandwiches

2. Party cakes and cookies

3. Beverages

4. Nuts and candies

5. Ice creams, sherbets or ices

6. Planning menus for special occasions

   . Dinner menus

   . Buffets

   . Teas and coffees

7. Arrangement of table for serving food at special occasions

CONCEPT: FOOD COST AND PORTION CONTROL

OBJECTIVES: To help pupils to:

I. Develop an understanding of the cost of various portions of foods in relation to business profit and customer satisfaction.

II. Gain knowledge of how to compute the costs of servings of food.

OUTLINE OF CONTENT

A. RELATION OF PORTION CONTROL TO BUSINESS PROFIT AND CUSTOMER SATISFACTION

B. STANDARD WEIGHTS AND MEASURES USED IN QUANTITY FOOD PREPARATION

1. Weights, measures and abbreviations

2. Weights and measures according to common can size

3. Dipper and ladel equilivants used in quantity food service

C. FOOD SUBSTITUTIONS AND PROPORTIONS

1. Approximate equilivant substitutions

2. Relative proportions of ingredients

3. Proportions of dry ingredient solids

. Milk

. Eggs

D. METHODS TO USE IN COMPUTING PORTION COSTS OF FOOD

1. Standardized portions

2. Method of pricing food portion costs

CONCEPT: CAREER OPPORTUNITIES IN FOOD SERVICE THAT REQUIRE FURTHER TRAINING AND EXPERIENCES

OBJECTIVES: To help pupils to:

I. Gain an understanding of career opportunities in commercial and institutional food service at the post-secondary and college levels.

OUTLINE OF CONTENT

A. SEMI-PROFESSIONAL CAREERS-AVAILABLE AFTER COMPLETING TECHNICAL SCHOOL OR JUNIOR COLLEGE TRAINING

1. Food Service Supervisor

- Duties and responsibilities
- Knowledge, skills and abilities required of the Food Service Supervisors
- Personal qualities, education and health requirements
- Salary range
- Fringe benefits
- Job opportunities
- Training available in the locality for Food Service Supervisors

B. PROFESSIONAL CAREERS - AVAILABLE AFTER OBTAINING A COLLEGE DEGREE

1. Dietitian

- Duties and responsibilities
- Knowledge, skills and abilities required of Dietitians
- Personal qualities, education and health requirements
- Salary range
- Fringe benefits
- Job opportunities
- Training available in locality for Dietitians

CONCEPT: GETTING AND HOLDING A JOB IN FOOD SERVICE

OBJECTIVES: To help pupils to:

I. Gain an understanding of the considerations that are made when selecting a job.

II. Become informed on where to obtain leads on employment opportunities.

III. Understand how to make a personal interview.

IV. Be able to write a letter of application and fill out a personal data sheet.

V. Understand factors that influence the obtaining and/or holding of jobs.

VI. Understand how to progress on a job.

OUTLINE OF CONTENT

A. FACTORS TO CONSIDER WHEN SELECTING A JOB

1. Opportunities for advancement
2. Abilities, skills, interests and training required of the job in relation to one's own qualifications.
3. General working conditions
4. Employment trends affecting this type of job

B. MATCHING PERSONAL CHARACTERISTICS TO JOB QUALIFICATIONS

1. Education and training
2. Interests
3. Aptitudes
4. Work experience
5. Personal traits
6. Physical capacity
7. Vocational goals

C. PLACES TO OBTAIN EMPLOYMENT LEADS WHEN SEEKING A JOB

1. State Employment Agencies
2. Private Employment Companies
3. School Placement Office or Food Service Teacher
4. Relatives, friends, neighbors
5. "Want Ads" in newspapers and trade journals
6. Classified telephone directory

D. POINTS TO CONSIDER WHEN BEING INTERVIEWED FOR A JOB

1. Stating qualifications for the job and showing interest in obtaining it
2. Dicussing only matters pertaining to the job
3. Being businesslike and brief
4. Letting employers take the lead in asking questions
5. Having a definite understanding as to what is to be required of the person hired for the job
6. Using correct English
7. Having an immaculate, clean and neat appearance

E. WRITING A LETTER OF APPLICATION

1. Typing or writing the letter in ink
2. Using standard sized white paper
3. Writing the letter to a specific individual
4. Using correct grammer and spelling
5. Stating information briefly and in a businesslike manner
6. Making the letter interesting to read
7. Enclosing a description of training and experience on a Personal Data Sheet

F. REASONS PEOPLE GET THE JOBS THEY SEEK

1. Personal appearance
2. Sufficient training for work

3. Positive attitude toward work

4. Calm, poised manner without nervousness

5. Friendly manner

6. On time for interview

7. Impression given of wanting to work

G. PERSONAL FACTORS THAT INFLUENCE THE HOLDING OF A JOB

1. Careful and accurate with work

2. Willing to follow rules and policies

3. Job given full attention

4. Present and on time except for justifiable cause

5. Energetic

6. Conscientious

7. Ambitious

8. Loyal

9. Responsible

10. Able to adapt to the situation

H. MAKING PROGRESS OR GETTING AHEAD ON THE JOB

1. Acquiring confidence in the ability to perform the job skillfully

2. Development of personal qualities that contribute to success on a job

- Dependability
- Efficiency
- Initiative
- Honesty
- Congeniality
- Courtesy
- Neat appearance
- Accuracy

3. Investigating the possibilities of obtaining more training to acquire greater skill in food preparation

- Technical schools
- Junior Colleges
- Night classes at extension centers

CONCEPT: TRADE AND PROFESSIONAL ORGANIZATIONS IN FOOD SERVICE

OBJECTIVES: To help pupils to:

I. Understand the role of trade and professional organizations to the Food Service Field.

II. Develop an awareness of the trade and professional organizations in Food Service.

OUTLINE OF CONTENT

A. ROLE OF TRADE AND PROFESSIONAL ORGANIZATIONS TO THE FOOD SERVICE FIELD

1. Promotion of the field
2. Definition of standards
3. Maintenance of standards
4. In-service education of personnel
5. Liaison sale with other groups

B. TRADE AND PROFESSIONAL ORGANIZATIONS RELATED TO FOOD SERVICE

1. American Home Economics Association
2. American Dietetic Association
3. Hospital, Institution and Educational Food Service Society
4. American Hospital Association
5. National Restaurant Association
6. American Hotel and Motel Association
7. American School Food Service Association
8. American Nursing Home Association

SOME SUGGESTED REFERENCES

FOR THE

OCCUPATIONAL HOME ECONOMICS COURSE

IN

COMMERCIAL AND INSTITUTIONAL FOOD PREPARATION

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(Most Food Service magazines will send complimentary copies to instructors who are training for the Food Service industry)